

JUNIOR ECONOMIC CLUB OF CANADA

Chapter Handbook

2025-2026

1. Introduction

JEC Canada

JEC Canada is a federally-registered non-profit organization led by students dedicated to promoting education in the business world. Each year, we host events, case competitions, and economic forums alongside our very own writing publication, *The Junior Economist*. Our mission is to expose ambitious high school students of all socio-economic backgrounds to free workshops, connections, and opportunities, to ensure a level playing field for individuals across Canada.

JEC Chapters

A chapter is a direct branch of JEC Canada and it is, in essence, a club that organizes chapter-authored articles, events, and activities to build community for its members. JEC Chapters are crucial to the success of competitors all across the country, offering preparation, support, and motivation.

Chapters who demonstrate consistent engagement and involvement within the larger JEC Canada community can win monetary prizes to strengthen the potency of their future initiatives.

Chapters can be school or community-based, in order to maximize JEC's reach to as many youth as possible.

Responsibilities

As a Chapter Lead, you will gain invaluable leadership experience, hone career skills, and comprehensively represent all values that JEC stands for.

Some of your tasks as an JEC leader include:

- Recruiting an executive team and members

- Preparing weekly meetings, materials, and activities
- Training and monitoring your executives' performances
- Guiding innovative ideas, strategies, and article writing
- Increasing chapter engagement and morale
- Creating a positive, open, and welcoming chapter community
- Being the face of your JEC family at our events!
- Much more!

2. Registration

1. Read over the [Chapter Benefits package](#)
2. Fill in the [JEC Canada Chapter Registration Form](#)
 - a. If you are starting a school chapter, please make sure to confirm logistical details with your school's administration team
 - i. Find a Teacher Supervisor to oversee your JEC chapter's initiatives and edit your form to include their information in the registration form
 - ii. Officially register your JEC club within your school
 - b. If you are starting a community chapter, please make sure that you have all required executives
3. Upon successful registration of your chapter, an official JEC Chapter President contract will be sent via email to all Chapter Leads that must be filled out ahead of the initiation of JEC's 2024-2025 term
4. Create an Instagram account for your JEC chapter
5. Fill in the JEC Canada Chapter Contact Information sheet

3. Onboarding

1. Join our JEC Chapter President Slack Channel
2. Attend our JEC Chapter Kick-Off session! (Date TBD)
3. Ask any and all questions you may have to our National Team members
4. Get to know JEC Canada and what being a Chapter Lead entails!

4. Executive Recruitment

1. Plan a full executive structure complete with various departmental roles, responsibilities, and strategies
 - a. Mandatory Roles
 - i. **President(s)** - Spearhead and coordinate all chapter initiatives, attend JEC events, monitor executive performances, delegate tasks, and communicate messages from JEC Canada
 - ii. **Director of Operations** - Organizes fun chapter events, communicates JEC Canada initiative details, and sends frequent messages to all chapter members
 - iii. **Director of Marketing** - Creates visually-appealing marketing materials, manages social media accounts, and responds to communications sent via online platforms
 - iv. **Director of Writing** - Manages the chapter writing team, assigns article writing tasks and deadlines, oversees writing progress, makes necessary edits to written articles, and shares written articles with JEC Canada National Executives for publishing
 - v. **Writers** - Research various economic topics, write comprehensive articles, and collaborate with other writers
 2. Develop executive application materials
 - a. Write out job descriptions for each respective role

- b. Create an application form
 - i. Include a “Basic Information” section with name, grade, email, desired position(s), etc.
 - ii. Develop thorough questions with differing targets for each department that seek out insights about candidate potentials
 - c. Develop an evaluation system to gauge candidates
 - i. This can be a Google Doc, a Google Sheet, etc.
 - d. Draft acceptance and rejection emails
3. Announce executive applications to your school or community!
 - a. Capitalize upon school intercom systems
 - b. Use social media to your advantage!
 - c. Release attractive, attention-grabbing posts
 - d. Contact friends, classmates, and community members
4. Collect application responses
 - a. Read over answers
 - b. Determine top applicants to interview
5. Host interviews!
 - a. Ask meaningful questions that test applicants’ response to pressure, ability to adapt to unexpected situations, personalities, technical skills, and past experience
 - b. Take notes throughout - You’ll want to refer to them later
6. Finalize your JEC chapter executive team
 - a. Look through your application notes and determine the top candidates for each respective role
7. Onboard your executive team!
 - a. Send out acceptance and rejection emails
 - b. Host an onboarding meeting
 - i. Present information about JEC Canada
 - ii. Run-through general rules and expectations
 - iii. Explain responsibilities of each position
 - iv. Delegate initial tasks

5. Navigating through the year

1. Remain active in the JEC Chapter President Slack channel
2. Chapter President meetings will be held by JEC Canada
 - a. Important information regarding events and chapter responsibilities will be presented
 - b. Time for questions will be provided
3. Member registration
 - a. Market the opportunity for students in your community or school to join your JEC chapter to learn more about economic concepts, how to write effective articles, and what to expect from JEC Canada
4. Host fun chapter events!
 - a. Plan exciting socials, parties, and networking opportunities
 - b. Prepare engaging economic lesson slides, training sessions for JEC competitions, and article writing workshops
5. There are 5 main JEC events to promote in your chapter
 - a. **September:** Wharton Business School Workshop
 - b. **October:** Business Case Competition
 - c. **December:** Economics Essay Writing Contest
 - i. Your chapter will have the chance to collaborate in writing an article to win a prize!
 - d. **April and May:** AP and IB Economics Workshop
 - e. **June:** Adrenaline Flagship Event
6. Don't be afraid to reach out and refer questions to our Externals department at angelina.xie@jectoronto.org, suyesh.tiwari@jectoronto.org, eric.ma@jectoronto.org, and pranav.marthi@jectoronto.org